

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div.      DATE: 1 December 1952  
 FROM : Chief, Telephone Branch  
 SUBJECT: Monthly Report

1. Noted hereon are charges for services rendered by the Chesapeake and Potomac Telephone Companies and the American Telephone and Telegraph Company for the month of October 1952.

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Telephone Service Bill	\$24,068.57
Long Distance Bills	8,161.20
	1,158.59
T.T. Channels, L.L.'s and TWX	1,661.22
Miscellaneous	325.00
	<u>\$35,374.58</u>

2. The following additional information is submitted for the month of October 1952.

a. Total number and cost of outside local calls placed over switchboard,

No. of calls - 137,851      Cost - \$4,826.79

b. Non-recurring installation charges for station equipment - \$1,502.50

c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$232.00

d. Non-recurring move or relocation charges for station equipment already in use - \$988.50

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of October 1952.

Total Hours -- 40

Estimated Cost -- \$148.79

4. Also, listed below are estimated amounts for services to be rendered during the month of December 1952.

Telephone Service Bill	\$27,000.00
Long Distance Bills	9,000.00
	1,500.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	500.00
	<u>\$40,000.00</u>

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5. A total of 71 requisitions for services were processed by this Branch during the month of November 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 214 unused branch lines

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